

AGENDA  
WASCO COUNTY LIBRARY SERVICE DISTRICT  
BOARD MEETING  
Date: September 15, 2020  
4:00  
Location: via Zoom

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
- III. RECOGNITION OF VISITORS AND INTERESTED PARTIES
- IV. LIBRARY DIRECTOR REPORTS
- V. OLD BUSINESS
  - a. Privacy policy
  - b. COVID
  - c. Officer election
- VI. NEW BUSINESS
- VII. FINANCIAL REVIEW
- VIII. ADJOURNMENT
  - a. Set Next Meeting Date and Location
  - b. Adjourn

Wasco County Library Service District  
Board Meeting  
August 18, 2020  
Location: via Zoom

**SUBJECT TO APPROVAL**

**Board members present:** Mary Beechler, Carolyn Wood

**Staff present:** Jeff Wavrunek, Sarah Tierney, Bronte Dod, Rita Squires

**Called to order:** 4:03, called to order by Carolyn Wood

**Corrections to minutes:** none

**Recognition of visitors and interested parties:** Corliss Marsh, who will be the new board member starting with the next meeting; Christine (Qristy) Kurtz, and Kevin Lewis, both with the City of Maupin. Qristy is replacing DeOra Patton, City Recorder, who is retiring, and Kevin is the newly hired City Manager.

Kevin and Qristy had a question about finances, asking for a reallocation of funds from the Service District. Qristy asked what the process is to submit a request to the Board for an increase in the funding Maupin receives from the Service District. More money is needed to cover expenses now that Bronte's hours have been increased to fulltime, and additional staffing help has been hired. Jeff will look into, as this issue has never come up during his time with the Service District. He will check with the previous director, Sheila Dooley, and find out when the Library District was formed, what were the expectations regarding allocation of funds and changes.

Jeff reminded Maupin of the need for a final report for the Oregon Cultural Trust grant. Qristy reports that they are working on it.

Mary Beechler said that per Shelia Dooley, there is a formula based on population and how the money is disbursed. Corliss agreed that that is what she remembers as well. Jeff stated The Dalles gets more because of the many items the District pays for, such as books, ILS and technology. Mary says the state has standards for staffing needs. Bronte tracks the number of people coming in; the library is open Monday through Saturday.

**Director's Reports:**

**Maupin** - Since March it was closed, in May the library opened to the public. Some computer use is allowed. Bronte has been doing a lot of sorting, working out with city on where some things should be stored. The Summer Reading Program was good. It had steady numbers, better than last year. The library is a partner site for voter registration. They are applying for grants to get more hot spots and traveling STEM programs. A library foundation has been formed for fundraising. Bronte is trying to work with the school librarian to see what the library can do to help. Jeff asked if the Maupin schools were going to open this fall, Bronte said only virtually at first. Jeff let Bronte know that there are links at the bottom of the District's website for state statistical reporting.

**Dufur** - The school building has been closed for several months now. Sarah has been doing mostly outreach. She has done story walks in the park. Sarah gave out Take and Make kits in July and about 30 books. School employee's go back to school next week, hopefully this opens up hours for the library. Kids will start virtual classes September 14<sup>th</sup>.

**The Dalles** – There is a COVID silver lining, maintenance finally got the water fountain installed. It is very up-to-date and has a nozzle for filling water bottles. They had to break open the walls to the bathrooms to install the fountain, so those rooms got a much needed update. The bathroom stall walls have been removed, there are now locks on the door, floors have been refinished, and the walls have been painted. The hallway was also painted and looks brighter. The windows in the building have been washed, inside and out. The new flag is up; the patron that asked about it has noticed and thanked us. The area around the flag is well lit by street lights, so it is up 24/7. The district initiated a streaming video platform, Kanopy, with a downloadable app just before the COVID closure. Kanopy use is steadily climbing each month. The Master Course cooking classes were promoted in the August newsletter and were popular on Kanopy. Take and Make kits as part of the Summer Reading Program have been popular and will continue in future library programming.

**Old Business:** none

**New Business:** Privacy policy - the state requires a privacy/confidentiality policy with a link on our website for state library statistical reporting. Jeff said he looked at policies across the country and pulled together what he thought worked best. Libraries protect a patron's confidentiality. The Board will review the proposed policy and hopefully approve at the next meeting.

The Dalles Library's COVID policy was approved by the City because of its IGA with Wasco County. A Phase I service plan that used a curbside service model was approved by the City Manager and initially implemented in the middle of May. A Phase II limited access service model was submitted and approved by the City and implemented on June 29. It allowed patrons into the library for short periods of time. No computer use, no sitting, and no newspaper/magazine reading was allowed. Patrons could just come in and select materials for check-out while following proper social distancing requirements and while wearing facemasks. There was a lot of resistance from the public to wear the masks and anger from other patrons upset by people not complying with the facemask rule. The library had to trespass one person because of non-compliance due to a medical condition (he was offered a curbside option which did not require allowing him in the building without a mask, which he refused). There was another incident in which a patron pushed past a staff member. The library staff has been excellent in maintaining their composure, but interactions like this have stressed the staff. After discussions with the City Manager, it was decided to go back to Phase 1, offering curbside service only. We are not sure what's going to happen with COVID in the future. We won't be normal until the governor and subsequently the city manager allow it. Jeff said that he thought our signage was good and was surprised by the pushback from the public, as they are facing the same restrictions state-wide.

The City wants to accommodate the children of their essential worker families where both husband and wife work, such as police officers. There was talk about having those children do distance learning at the library. The kids would be in the children's wing, not in the rest of the building, doing their online schooling. The number and age of the children is unknown. The City would hire a supervisor. Mary Beechler asked if there is pressure to do this and what are the union ramifications? Jeff stated that the staff is not happy and do not feel comfortable. Many of the library staff are immune compromised or have relatives that are compromised, and some are caretaking relatives that are aged well into their 90s. Mary Beechler thought it was not a good idea. Jeff responded that the City has a problem retaining good police officers and this would help to retain them. Carolyn Wood thinks Jeff needs to raise all of these issues with the city. She thought there should be other options out there for the City to look at. Mary Beechler said that if we are circulating children's books, if this library school happens, these books could potentially be spreading COVID to the public. Jeff explained that the books were quarantined for four days before going back into the collection.

Because there is not a quorum, no decisions can be made. At the next meeting a new Chairperson and Vice Chairperson need to be chosen.

**Financial Review:** Libraries got a 3% increase for FY20/21. The administrative fee went down this year. It was the first time since Jeff started and the Library Board was pleasantly surprised. The final FY19/20 budget numbers for the last fiscal year have not been released yet. Mary Beechler asked if Jeff was wanting any changes to staff at this time since some other libraries are laying off staff. Jeff said that there are currently two openings – one fulltime and one part-time. One employee was on Family Medical Leave and did not return to work. A half-time employee also quit as her family moved to southern Oregon. The fulltime position has been posted, but the halftime position (courier position) will wait until we are closer to normalcy after COVID. At the last meeting the Sage fee had been mentioned, Jeff said it went up, but not by what had been anticipated.

The next Library Board meeting is on September 15, 2020, 4 pm, via Zoom.

Meeting was adjourned at 5:15 p.m.

WASCO COUNTY LIBRARY SERVICE  
DISTRICT BOARD OF DIRECTORS

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Tina Coleman, Board Member

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Rita Rathkey, Board Member

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Carolyn Wood, Board Member

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Mary Beechler, Board Member

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Corliss Marsh, Board Member



CITY OF THE DALLES  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2020

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY</u>					
004-2100-000.11-00	39,547.21	80,711.15	512,517.00	431,805.85	15.8
004-2100-000.12-00	1,931.22	3,917.31	43,110.00	39,192.69	9.1
004-2100-000.13-00	.00	.00	11,000.00	11,000.00	.0
004-2100-000.21-10	11,464.68	22,915.03	167,229.00	144,313.97	13.7
004-2100-000.21-20	256.87	513.46	3,380.00	2,866.54	15.2
004-2100-000.21-30	37.55	75.06	533.00	457.94	14.1
004-2100-000.21-40	24.07	1,070.93	1,698.00	627.07	63.1
004-2100-000.22-00	3,159.30	6,448.35	43,332.00	36,883.65	14.9
004-2100-000.23-00	4,337.20	8,523.54	69,714.00	61,190.46	12.2
004-2100-000.28-00	16.68	1,950.62	5,484.00	3,533.38	35.6
004-2100-000.29-00	20.00	40.00	120.00	80.00	33.3
004-2100-000.31-10	15,090.54	19,518.65	187,562.00	168,043.35	10.4
004-2100-000.32-20	.00	.00	750.00	750.00	.0
004-2100-000.41-10	261.77	432.54	5,478.00	5,045.46	7.9
004-2100-000.41-20	97.04	97.04	1,746.00	1,648.96	5.6
004-2100-000.41-40	1,422.01	2,707.09	31,132.00	28,424.91	8.7
004-2100-000.43-10	539.75	4,495.80	38,050.00	33,554.20	11.8
004-2100-000.43-40	.00	.00	27,220.00	27,220.00	.0
004-2100-000.43-45	.00	.00	300.00	300.00	.0
004-2100-000.43-51	.00	.00	.00	.00	.0
004-2100-000.43-52	37.55	77.50	8,250.00	8,172.50	.9
004-2100-000.43-77	1,709.50	1,709.50	10,625.00	8,915.50	16.1
004-2100-000.52-10	.00	4,630.34	4,778.00	147.66	96.9
004-2100-000.52-30	.00	8,355.47	8,272.00	( 83.47)	101.0
004-2100-000.52-50	.00	693.26	795.00	101.74	87.2
004-2100-000.53-20	36.80	36.80	2,300.00	2,263.20	1.6
004-2100-000.53-30	695.96	1,703.57	12,955.00	11,251.43	13.2
004-2100-000.58-10	.00	.00	15,850.00	15,850.00	.0
004-2100-000.58-50	.00	.00	17,485.00	17,485.00	.0
004-2100-000.58-70	.00	722.00	7,361.00	6,639.00	9.8
004-2100-000.60-10	22.95	636.46	38,555.00	37,918.54	1.7
004-2100-000.60-20	349.61	467.09	8,050.00	7,582.91	5.8
004-2100-000.60-85	2,903.52	3,285.10	141,475.00	138,189.90	2.3
004-2100-000.64-20	9,585.22	11,175.72	116,500.00	105,324.28	9.6
004-2100-000.64-30	1,242.85	1,242.85	5,800.00	4,557.15	21.4
004-2100-000.64-40	770.02	1,226.71	61,350.00	60,123.29	2.0
004-2100-000.64-80	1,131.09	2,126.09	59,037.00	56,910.91	3.6
004-2100-000.69-50	.00	.00	1,000.00	1,000.00	.0
004-2100-000.69-80	.00	.00	65,145.00	65,145.00	.0
004-2100-000.72-20	.00	.00	52,000.00	52,000.00	.0
004-2100-000.74-20	.00	.00	.00	.00	.0
004-2100-000.74-30	.00	.00	.00	.00	.0
004-2100-000.74-40	.00	.00	.00	.00	.0
004-2100-000.74-50	.00	.00	.00	.00	.0
<b>TOTAL LIBRARY</b>	<b>96,690.96</b>	<b>191,505.03</b>	<b>1,787,938.00</b>	<b>1,596,432.97</b>	<b>10.7</b>

CITY OF THE DALLES  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2020

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER</u>					
004-9500-000.81-01 TO GENERAL FUND	8,312.27	16,624.54	91,435.00	74,810.46	18.2
004-9500-000.81-10 TO UNEMPLOYMENT FUND	251.00	502.00	2,761.00	2,259.00	18.2
004-9500-000.81-37 TO CAPITAL PROJECT FUND	909.09	1,818.18	10,000.00	8,181.82	18.2
004-9500-000.88-00 CONTINGENCY	.00	.00	186,718.00	186,718.00	.0
004-9500-000.88-01 RSRV FUTURE EXPENDITURES	.00	.00	89,213.00	89,213.00	.0
004-9500-000.89-00 UNAPPROPRIATED ENDING BAL	.00	.00	784,775.00	784,775.00	.0
TOTAL OTHER	9,472.36	18,944.72	1,164,902.00	1,145,957.28	1.6
TOTAL FUND EXPENDITURES	106,163.32	210,449.75	2,952,840.00	2,742,390.25	7.1

# Youth Services

Date	Name of Event/Outreach	Number Reached	Number of Views	Number of Kits	Overall Total	Overall live at City Park
8/5/2020	Baby Story Time	unavailable	100	17		
8/12/2020	Baby Story Time	unavailable	66	38		
8/19/2020	Baby Story Time	unavailable	76	20		
8/26/2020	Baby Story Time	unavailable	71	43		
8/6/2020	Toddler Story Time	unavailable	99			
8/13/2020	Toddler Story Time	unavailable	190			
8/20/2020	Toddler Story Time	unavailable	71			
8/27/2020	Toddler Story Time	unavailable	730			7
8/7/2020	Friday Morning Story Time	unavailable	111			9
8/14/2020	Friday Morning Story Time	unavailable	989			2
8/21/2020	Friday Morning Story Time	unavailable	171			35
8/28/2020	Friday Morning Story Time	unavailable	160			virtual performance
8/4/2020	Didgeriedo Down Under					virtual performance
8/11/2020	MadScience (SRP finale)					
	Decorate Your Own Pinwheel			17		
	Fairy Doors			38		
	Decorate Your Own Crown			20		
	Unicorn Slime			43		
	<b>TOTAL</b>		<b>2834</b>	<b>118</b>		<b>53</b>

NOTE: These were all virtual even

Note: Baby and Toddler storytimes have been virtual on Facebook Live; Friday Morning Storytime has been live, at City Park, but also on Facebook Live, except August 7<sup>th</sup> (couldn't connect to the internet).

## TEEN SERVICES

<i>Date</i>	<i>Name of Event/Outreach</i>	Number Reached	Number of Views	Number of kits	notes
8/14/2020	Anime your way with Carlos				
8/7/2020	Wire Wrapped Crystals	283	24	25	
8/12/2020	Dragon Eggs	195	17	25	
8/21/2020	Decoupage Tiles	198	19	25	
8/4/2020	4-H Babysitting Camp	893			
8/3/2020	Storm the Castle				no kit
8/10/2020	Pull string art			21	
8/10/2020	Fairy Ears			21	
8/17/2020	science from the pantry: bouncy egg				no kit
8/17/2020	Teen Paint night			15	

## Adult Services

<i>Date</i>	<i>Name of Event/Outreach</i>	Number Reached	Number of Views	Number of kits
8/11/2020	Imagine Your Story Tote			20
8/10/2020	Fairy Tale Wood Transfer	204	18	24
8/24/2020	Suminagashi Marbling	288	15	27
8/12/2020	Make a Mandala	256	21	23
8/14/2020	Anime Your Way with Carlos Nieto	223	23	